



City of Middletown
Records Management Commission

Wednesday, December 16, 2015

1p.m.

Room 208, Municipal Building

1. Chair calls meeting to order
2. Approval of November 19, 2015 minutes
3. Public Comments
4. Old Business
 - a) Overview of Dec. 8 meeting with the Mayor
5. New Business
 - a) Development of a presentation to City Department Heads on the Commission and what is needed from each Department
6. Other
7. Adjournment